Planning Sheet for STAAR Alternate 2 Campus Coordinator Training

This checklist was created for your convenience and is intended to help you plan your campus coordinator training sessions. Use of this document is optional. The information in the checklist can also be found in the "Training" section of the *Coordinator Manual*.

Roles and Responsibilities

- ❏ Campus coordinator responsibilities
- ❏ Principal responsibilities
- ❏ Test administrator responsibilities
- ❏ Technology staff responsibilities
- ❏ Support staff responsibilities (for example, hall monitors and office staff)

Test Security

- ❏ Test confidentiality requirements
- ❏ Test security policies, procedures, and oaths
- ❏ STAAR Alternate 2 Materials Control Form

Scheduling Test Administrations

- ❏ Testing dates
- ❏ Administering individual tests in more than one session
- ❏ Secure materials preview period
- ❏ Setting up testing across grades and subjects

Preparing for Test Administrations

- ❏ Identifying eligible students
- ❏ Receiving, distributing, and storing test materials
- ❏ Ensuring that testing personnel have students' most up-to-date testing requirements
- ❏ Reviewing secure materials during the preview period
- ❏ Preparing for online activities (for example, setting up test sessions and verifying student data)

Testing with Accommodations

- ❏ Understanding allowable test administration procedures and materials
- ❏ Understanding accommodation policies

❏ Ensuring that testing personnel have students' most up-to-date testing requirements

❏ Collecting and preparing test accommodations

❏ Preparing testing locations for students who need certain accommodations

Monitoring Test Administrations

❏ Determining the availability of personnel (testing coordinators, principals, other district administrators) to serve as monitors during the preview period and the testing window

❏ Using the STAAR Alternate 2 Scoring Document

❏ Ensuring that testing personnel can enter student data online

❏ Verifying student responses entered into an online transcription form in TestNav

Returning Materials to District Coordinator

❏ Returning nonscorable materials

❏ Returning signed security oaths from campus coordinator and principal